

16 February 1983

Intelligence

QUALITY ASSURANCE PROCEDURES FOR
SCIENTIFIC AND TECHNICAL INTELLIGENCE PRODUCTS

This regulation establishes policies, assigns responsibilities, and outlines procedures governing the Foreign Technology Division (FTD), Air Force Systems Command (AFSC), quality assurance program for all scientific and technical (S&T) intelligence products generated within AFSC and identified in AFSCR 200-3. The regulation is applicable to Headquarters, Foreign Technology Division, Wright-Patterson Air Force Base, Ohio.

1. Definition. S&T intelligence products are defined as diverse products prepared or sponsored by AFSC to:

a. Satisfy the requirements of [REDACTED] HQ USAF, HQ AFSC, and other organizations for information on S&T aerospace accomplishments, trends and capabilities.

b. Provide permanent reference in the form of comprehensive reports.

c. Provide required contributions to Air Force and national-level S&T publications.

NOTE: Products include both written publications and briefings. The written publications include studies, trend studies, handbooks, reports, periodicals, executive summaries, threat assessments, contributions, [REDACTED] special purpose documents, and contractor studies as defined by [REDACTED] and AFSCR 200-3.

2. Policy:

a. AFSCRs 23-1 and 200-3 direct FTD to perform technical review and implement the quality assurance program for all S&T Intelligence products produced within AFSC.

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GPR: CCN (Dr Cacioppo)

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b. The objective of the program is to assure that superior technical products are produced by the AFSC S&T intelligence program. This quality assurance program will insure high professional standards and timely technical intelligence in support of research and development, intelligence needs, long-range planning, and response to AFSC, USAF, and DIA current intelligence requirements. This includes products which result from quick reaction requirement (QRR) tasking. The proper quality standards, to include security, will be used on all S&T intelligence products produced for or within AFSC regardless of origin.

c. Distribution of intelligence and intelligence-related documentation to the Defense Technical Information Center (DTIC) will be limited to those contractor reports and translations that do not qualify as S&T intelligence. S&T intelligence is not included in directives or regulations pertaining to transmittal of S&T information to DTIC.

d. Documentation produced by FTD which does not contain substantive intelligence is excluded from the provisions of this regulation.

3. Responsibilities:

a. The Chief Scientist (CCN):

(1) Is the office of primary responsibility (OPR) for the FTD (AFSC) S&T intelligence quality assurance program.

(2) Will review or effect the review of all S&T intelligence products produced by elements of FTD (AFSC) and their contractors to assure that all products meet acceptable professional standards.

(3) Is the release authority for all documentation to the DTIC.

(4) Is the release authority for all FTD produced documentation to be accessed into the DOD S&T data base. Ordinarily any substantive S&T product bearing a short title as defined in [REDACTED] will be input into the DOD data base.

b. The Production Programs Branch (XOFP) will -

(1) Maintain and publish the FTD S&T intelligence production schedule.

(2) Maintain a product file of coordination documentation for each S&T intelligence product subjected to technical quality review. [REDACTED]

c. The Financial Management Branch (XOFF) will insure the Directorates adhere to applicable portions of this regulation when preparing statements of work (SOWs) for contractual efforts.

d. Each Directorate will perform technical quality review of Directorate products, as well as those submitted to the Directorate by their contractors, other AFSC organizations, or other supporting elements. Directorates will insure that their production activities fulfill the qualitative commitment for items in the production schedule.

e. The Directorate of Data Services (NI) is responsible for:

(1) Compiling AFSC distribution, coordinating distribution requirements external to AFSC with HQ USAF and DIA, as appropriate, and preparing final distribution lists for all S&T intelligence products.

(2) Indexing and inputting into the DOD S&T intelligence data base all S&T intelligence documentation released for such input.

f. The Technical Publications and Reprographics Division (PT) will arrange for the timely publication of S&T intelligence products originating within FTD, to include selected contractors, and dissemination of all S&T intelligence publications.

4. Review Procedures For:

a. Director of Intelligence (DI) and DI Contractor Publications. One copy of FTD Form 9, Product Control Sheet, will be attached by XOFP to two draft copies of each product submitted by AFSC DIs and forwarded to the appropriate Directorate and CCN for technical quality review.

b. FTD-Produced Publications. One copy of FTD Form 9 will be attached to a draft copy of each publication produced by FTD or its contractors and forwarded through the appropriate Directorate to CCN for approval.

c. Sensor Reports. One copy of FTD Form 9 will be attached to a draft copy of each sensor report which will be forwarded through the Directorate of Sensor Data (SQ) to CCN for review.

d. Technical Briefs. Technical briefs are reviewed and approved by the appropriate Directorate - Directorate of Systems (SD) or Directorate of Technology and Threat (TQ) - and then processed by SD for publication.

e. Briefings. Formal briefings will be processed and reviewed in accordance with FTDR 11-7. CCN is the release authority for briefings.

f. QRRs. Responses to QRRs will be approved at the Division, Directorate, or Command level as determined by FTDR 200-18. CCN will coordinate on all responses which establish new or cause changes in FTD technical intelligence estimative positions. The FTD Form 9 need not be prepared for QRRs.

5. Preparation of FTD Form 9. FTD Form 9 will be prepared in one copy by the office submitting the publication. Instructions for preparing the form are on the reverse side. The FTD Form 9 will remain with the publication which is retained in the product analyst's file subsequent to coordination.

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6. Form Prescribed: FTD 9



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SUMMARY OF CHANGES

Includes security requirements in the review process. Corrects office titles and symbols. Expands products subjected to Technical Quality Review.